

## OVER-THE-COUNTER ALASKA LAND OFFERING INSTRUCTIONS

The Alaska Department of Natural Resources (DNR) is offering for purchase parcels of land that were not sold during the subject Alaska State Land Auction. These parcels are available for purchase over-the-counter at the DNR information offices located in Anchorage, Fairbanks and Juneau. The parcels will be sold on a first-come first-serve basis. The purchase price is the "minimum bid" listed in the Alaska State Land Offering brochure.

### 1. All purchase applications, whether submitted in person or by mail, must include:

- A completed Over-The-Counter Application form;
- A completed Declaration of Intent form;
- A down payment of not less than five percent (5%) of the sale price (minimum bid amount listed);
- A \$100 document handling fee, and
- If applying for a Veteran's Discount on state land, a completed Veteran Eligibility Application/Affidavit form and a copy of your Form DD 214, Report of Separation from Active Duty, or equivalent, showing the character of your discharge and length of service. You must also submit proof to verify you are currently an Alaska resident and have been an Alaska resident for a period of not less than one year immediately preceding the date of sale. If there is more than one applicant, the applicant(s) not applying for the discount must also submit a completed Waiver of Veterans Discount form.

Checks are to be payable to the State of Alaska. Checks returned for any reason may invalidate the application.

The document handling fee and down payment or purchase price will be returned to the applicant if the parcel is no longer available for purchase.

### 2. The Declaration of Intent form that you sign is binding. Your down payment and document handling fee are non-refundable should you decide to cancel the contract of sale before the purchase is finalized.

### 3. Applications may be mailed or submitted in person to one of the offices listed below:

#### **SOUTHCENTRAL REGION**

DNR Public Information Center  
550 West 7<sup>th</sup> Ave., Suite 1260  
Anchorage, AK 99501-3557

Phone: 907-269-8400 Fax: 907-269-8901 TDD: 907-269-8411  
Office hours: Monday through Friday, 10:00 a.m. - 5:00 p.m.

#### **NORTHERN REGION**

DNR Public Information Center  
3700 Airport Way  
Fairbanks, AK 99709-4699

Phone: 907-451-2705 Fax: 907-451-2706 TDD: 907-451-2770  
Office hours: Monday through Friday 10:00 a.m. - 5:00 p.m.

#### **SOUTHEAST REGION**

Division of Mining, Land & Water Information Office  
400 Willoughby Avenue, Suite 400  
Juneau, AK 99801-1724

Phone: 907-465-3400 Fax: 907-586-2954 TDD: 907-465-3888  
Office hours: Monday through Friday 9:00 a.m. - 5:00 p.m.

**STATE OF ALASKA**  
**DEPARTMENT OF NATURAL RESOURCES - DIVISION OF MINING, LAND & WATER**  
**OVER-THE-COUNTER APPLICATION**

Please read all the information in the Alaska State Land Offering brochure before completing this form.  
Please PRINT LEGIBLY when filling out this form and sign the certification below.

Name(s): \_\_\_\_\_

Authorized Agent (if any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Home Telephone Number: \_\_\_\_\_

**I hereby apply to purchase:**

Auction # \_\_\_\_\_ Parcel # \_\_\_\_\_ ADL # \_\_\_\_\_ Subdivision/Area Name: \_\_\_\_\_

I have enclosed a personal check, money order, cashier's check, or a certified check, payable to the State of Alaska, or have provided Visa or MasterCard information and authorization for payment on the Declaration of Intent form, in an amount not less than five percent of the minimum bid listed in the above Alaska State Land Offering brochure. If my offer is accepted, and for whatever reason I decide not to purchase the parcel, I understand that this bid deposit shall be forfeited as earnest money to the State of Alaska.

**By my signature below, I hereby certify that:**

- I am 18 years of age or older, and;
- I have checked for any erratas or supplemental information and accept the terms and conditions therein.

**By signing below, I also acknowledge that if I do not meet the qualifications for a purchase contract listed below, I must pay the purchase amount in full. Failure to submit payment in full when notified may result in the forfeiture of my bid deposit.**

- I have not held a purchase contract or lease issued by the department that has been administratively foreclosed or terminated for cause within the past three years;
- I am not currently in default for nonpayment on a purchase contract or lease issued by the department, and;
- I am not in default for nonpayment of municipal taxes or assessments on a purchase contract or lease issued by the department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** This form must be filled out completely and submitted with all of the appropriate attachments and fees. Failure to do so may result in the rejection of your application. AS 38.05.035(a) authorizes the director to decide what information is needed to process an application for the sale or use of state land and resources. This information is made a part of the state public land records and becomes public information at the time the bid is opened under AS 40.25.110 and 40.25.120 (unless the information qualifies for confidentiality under AS 38.05.035(a)(9) and confidentiality is requested). Public information is open to inspection by you or any member of the public. A person who is the subject of the information may challenge its accuracy or completeness under AS 44.99.310, by giving a written description of the challenged information, the changes needed to correct it, and a name and address where the person can be reached. False statements made in an application for a benefit are punishable under AS 11.56.210.

**STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF MINING, LAND AND WATER  
CONTRACT ADMINISTRATION  
ATWOOD BUILDING, 550 WEST 7<sup>th</sup> AVENUE, SUITE 640  
ANCHORAGE, ALASKA 99501-3576**

**DECLARATION OF INTENT**

**ADL Number**

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Division of Mining, Land & Water File No.

**\* AN INCOMPLETE AND/OR UNSIGNED APPLICATION MAY DELAY PROCESSING.**

**Fill in required information on all four pages as applicable. \***

**Purchaser 1:**

Print Last Name	First Name	Middle Name	Suffix
<hr/>			
Mailing Address			
<hr/>			
<hr/>			
City	State	Zip Code	
<hr/>			
Contact Phone No.	Alternative Contact Phone No.		
<hr/>			
Facsimile number			
<hr/>			
<b>You must include date of birth and Social Security Number on Page 3</b>			
<hr/>			
E-mail Address			

☐ **Business Organization or Trust** (Over-the-Counter purchases only) (Do not check marital status)  
EIN No. \_\_\_\_\_

**Marital Status (check one)**

☐ Single Person  
☐ Married Person

**Citizenship**

☐ U.S. Citizen  
☐ Resident Alien No. \_\_\_\_\_  
☐ Not U.S. Citizen

**Are you applying for a Veteran's Discount under AS 38.05.940? Not applicable to agricultural parcels.**

**Purchaser 2:\*\***

Print Last Name	First Name	Middle Name	Suffix
<hr/>			
Mailing Address			
<hr/>			
<hr/>			
City	State	Zip Code	
<hr/>			
Contact Phone No.	Alternative Contact Phone No.		
<hr/>			
Facsimile number			
<hr/>			
<b>You must include date of birth and Social Security Number on Page 3</b>			
<hr/>			
E-mail Address			

☐ **Business Organization or Trust** (Over-the-Counter purchases only) (Do not check marital status)  
EIN No. \_\_\_\_\_

**Marital Status (check one)**

☐ Single Person  
☐ Married Person

**Citizenship**

☐ U.S. Citizen  
☐ Resident Alien No. \_\_\_\_\_  
☐ Not U.S. Citizen

**Are you applying for a Veteran's Discount under AS 38.05.940? Not applicable to agricultural parcels.**

**\*\*If more than two purchasers, copy pages 1, 2, and 3 for applicable information and signatures.**

**DECLARATION OF INTENT**

**TENANCY** (See Explanation of type of title on Page 4)

**One applicant**

☐ Title taken individually

**More than one applicant**

- ☐ Husband and wife, as tenants by the entirety  
☐ Husband and wife, as tenants in common  
☐ Other, as tenants in common

How do you want to pay? Please check either **CONTRACT** (*must meet eligibility under 11 AAC 67.008*) or **PAYOFF**.  
Payment options include money order, check, or credit card. Required credit card info on Page 3.

☐ **CONTRACT:** (receipt code)

Down Payment Enclosed \*\*      \$ \_\_\_\_\_ (19)  
+ Document Handling Fee  
  Individual (\$100.00)      + \_\_\_\_\_ (5B)  
For a **TOTAL** of      \$ \_\_\_\_\_

☐ **PAYOFF:** (receipt code)

Amount Enclosed \*\*      \$ \_\_\_\_\_ (19)  
+ Document Handling Fee  
  Individual (\$100.00)      + \_\_\_\_\_ (5B)  
For a **TOTAL** of      \$ \_\_\_\_\_

**\*\*DOWN PAYMENT AMOUNT MUST BE AT LEAST 5% OF THE PURCHASE PRICE.**

*The Contract will provide a monthly level-payment unless the department determines a quarterly or annual payment is more administratively efficient, according to the following financed principal amounts pursuant to 11 AAC 67.875:*

1. \$2,000.00 or less must be paid in full;
2. \$2,000.01 to \$9,999.99, not more than 5 years;
3. \$10,000.00 to \$14,999.99, not more than 10 years;
4. \$15,000.00 to \$19,999.99, not more than 15 years;
5. \$20,000.00 or more, not more than 20 years.

**WARNING TO PURCHASER(S):** This Declaration of Intent is part of the offer to purchase on behalf of the person(s) listed on this form as Purchasers. In the event that the State of Alaska agrees to accept the offer to purchase, the person(s) signing below agree that he/she/they shall not transfer or attempt to transfer ownership of this parcel without prior written approval from the State of Alaska or receipt of a final conveyance document (Patent or Quit Claim Deed). Such unauthorized transfer is prohibited and will be prosecuted in accordance with all applicable law.

By signing below, I, the purchaser(s), certify that I understand and accept the conditions of title as explained above and agree that I shall not transfer or attempt to transfer ownership of the land that is subject to the Contract to Purchase without prior written approval from the State of Alaska. Such unauthorized transfer is prohibited and will be prosecuted in accordance with all applicable laws.

\_\_\_\_\_  
Signature, Purchaser 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Purchaser 2

\_\_\_\_\_  
Date

**DECLARATION OF INTENT**

**SOCIAL SECURITY NUMBER**

***Social Security information will not become public information from submission of this form. These are utilized as required identifiers for the customer information database, revenue and billing reporting system, and to report paid loan interest to the contract holder and the Internal Revenue Service.***

***\*This page will be destroyed when Revenue and Billing reporting data is established.\****

\_\_\_\_\_  
Purchaser 1 – Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Purchaser 2 – Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

**CREDIT CARD PAYMENT**

**Credit Card Users:** This authorization constitutes an unconditional promise to pay on demand or on the date of acceptance of this offer the amount due from Page 2. This authorization includes consent to adjust the amount charged if the amount you specify is less than the required 5% of the deposit amount plus document handling fees. If at the time your Declaration of Intent form is processed we are unable to obtain authorization to charge against the credit card presented due to specific limitations of the account, your application may be declared void. Please make prearrangements with your financial institutions to ensure funds will be available at the time of payment.

Check one: ☐ **VISA** ☐ **Master Card**

Credit Card Number

Expiration Date: \_\_\_\_\_ Verification Code (3 or 4 digit code on back of card): \_\_\_\_\_

Customer name as embossed on card: \_\_\_\_\_

Billing address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Charge: \$ \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

***\* Credit card information will not become public information. \****  
***\* This page will be destroyed after payment has been processed. \****

## ***DECLARATION OF INTENT***

AS 38.05.035(a) authorizes the director to decide what information is needed to process an application for the sale or use of state land and resources. This information is made a part of the state public land records and becomes public information under AS 40.25.100 and 40.25.120 (unless the information qualifies for confidentiality under AS 38.05.035(a)(9) and confidentiality is requested). Public information is open to inspection by you or any member of the public. A person who is the subject of the information may challenge its accuracy or completeness under AS 44.99.310 by giving a written description of the challenged information, the changes needed to correct it, and a name and address where the person can be reached. False statements made in an application for a benefit are punishable under AS 11.56.210.

### ***DECLARATION OF INTENT INSTRUCTIONS AND DEFINITIONS***

- Use extra forms if more than two parties are to be part of the contract or title documents.
- **Veteran's discount applicants:** please provide a copy of your Form DD 214 showing character of discharge and length of service. You must currently be an Alaska resident and have been a resident for one year preceding the date of sale; submit proof of such residency.
- If there is more than one purchaser, all purchasers must be residents and submit proof of residency. If co-purchasers are eligible veterans, only one purchaser need submit their DD 214; however, all purchasers will have exhausted their once-in-a-lifetime veteran's land discount.
- Organizations such as Trusts, Limited Liability Companies, or Corporations are not individuals, and are not required to disclose the marital status of the partners.

#### **Type of Title**

**Husband and wife, as tenants by the entirety.** This is only available for married persons, e.g., "John Q. Smith and Deborah R. Smith, husband and wife, as tenants by the entirety". The law presumes tenancy by the entirety for a husband and wife unless it is expressly declared otherwise. (AS 34.15.110)

**Husband and wife, as tenants in common.** A husband and wife can choose to purchase property together as tenants in common. A husband and wife are encouraged to seek the services of an attorney before selecting this form of tenancy.

**Other persons as tenants in common.** Those persons who wish to purchase property together can do so as tenants in common. It is possible for each person to have a different marital status. This example illustrates a possible combination, e.g., "William P. Jones, a married person, Sandra S. Smith, a single person, and Andrew X. Read and Barbara A. Read, husband and wife; **tenants in common.**" There is no right of survivorship for the tenants under this type of tenancy.

**Title taken individually.** If an application has just one purchaser, whether single or married, that person would select this option.

*It may be advisable to seek the services of an attorney if you have concerns about how your estate and property are affected by the above types of tenancy.*